

NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE
 BIWEEKLY INDOOR AIR QUALITY FORUM

Minutes	March 10, 2008	1400-1430	2529 MIB
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MEETING CALLED BY: Paul Donnelly, Modernization Program Manager

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Paul Donnelly, Modernization Program Manager

NOTE TAKER: Bridget Hooper

TIMEKEEPER: Bridget Hooper

ATTENDEES:

Paul Donnelly, Modernization Program Manager

Gay Bindocci, Sustainability Coordinator, Modernization Program Office

Saundra Jackson, Industrial Hygienist

15 Minutes	Modernization	Paul Donnelly
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Discussion:

Meeting was adjourned without discussion due to lack participation by MIB employees.

Action Items	Person Responsible	Due Date
Proactive person to person approach to advise of new construction activity	Paul Donnelly	On-going
Present "lessons learned" to occupants via town meeting.	Paul Donnelly	5/08
Repair numbers on name plates 7 th floor	Donnelly/Tunney	On-going
Fax move information to solicitors	Logan	On-going
Schedule/conduct walk-thru's of new space	Logan	On-going
Removing walls in modernized space	Logan	On-going